

1 SEP 1978

STAT MEMORANDUM FOR: [REDACTED]
DDA Representative to E.O. 12065
Markings Task Force

STAT FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : E.O. 12065 Markings Requirements

STAT REFERENCE : Your memorandum of 25 August 1978 to
[REDACTED] OP, subject as above.

1. Of the Control Markings described in [REDACTED] the Office of Personnel (OP) uses "Administrative - Internal Use Only". Other Control Markings used in OP are:

25X1

- a. "Eyes Only" is used to control access to personal and sensitive information to the named person only; to protect the privacy and confidentiality of information contained in the documents and thus prevent the unauthorized disclosure of information to persons who have no "need-to-know". "To Be Opened by Addressee Only" is often used in conjunction with the "Eyes Only" Control Marking.
- b. "Disability Retirement-Privileged-Private" is used only to control access to a supervisor's statement concerning an employee's physical or mental condition as it relates to an application for disability retirement.

2. The Office of Personnel supports the continued use of the Control Marking "Administrative - Internal Use Only" as defined in [REDACTED] It is used primarily to control the release of administrative information relating to the Agency's personnel rules and practices which do not affect the interests of the general public. It is suggested, however, that the definition be further clarified to read:

25X1

"unclassified, nonsensitive administrative information that should not be disseminated outside CIA or removed from any CIA facility." (Underlined portion indicates change.)

STAT



STAT

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080036-0

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080036-0